



DEVELOPMENT INTERN JOB DESCRIPTION

Your summer will be GRAND! Grand Performances is looking for an outgoing, organized Development (Fundraising) Intern to assist with fundraising activities in support of the 2017 summer season of free performing arts at California Plaza in downtown Los Angeles. Our intern is a key member of the development team during our peak season, assisting in both administrative and live event work. Activities include data entry, written and electronic communications, grant reporting, fundraising event support, donor stewardship and customer service, not to mention experiencing the very best in global culture right here in Los Angeles.

Duties and Responsibilities

- Professional correspondence with donors via letter, phone and email
- Data entry of donations and donor contact information in Patron Manager (organizational-wide database)
- Generating gift acknowledgements and mailings for our Jewel Membership Campaigns and annual fundraiser
- Assistance with compiling grant applications, reporting and compliance
- Tracking educational activities for youth during the season with notes and unique stories
- Occasional research on prospective donors/funders
- Attendance at weekly Grand Performances' full staff meetings and development staff meetings

In addition to administrative duties, the Development Intern will have front-of-house duties at free public performances (evenings and weekends) such as:

- Staffing the reserved seating section and interacting directly with patrons and donors
- Assistance in setting up and staffing special pre- and post-show receptions for donors and VIPs
- Brochure and program distribution at the venue
- Deploying the on-site "Red Bucket" donation campaign at intermission
- Fielding inquiries about reserved seating, the Jewel Membership program, and the annual gala and encouraging people to participate
- Providing general information and customer service to audience members as needed

Qualifications

- Must be available to work evening and weekends at all performances
- Must be creative, proactive, highly organized, computer literate, outgoing, and able to think on your feet
- Must possess strong written, verbal, and interpersonal skills
- Must be excited to engage with artists and the public onsite, both with utmost professionalism
- Excellent data entry and internet research skills with attention to detail
- Knowledge of Microsoft Word, Excel, Adobe Acrobat and iPad applications preferred
- Knowledge of Patron Manager Database, Photoshop and InDesign a plus

Compensation

\$480/week for a 40-hour workweek (\$12/hour)

Dates

10 weeks between June 5 – August 25, 2017

Eligibility

Student eligibility for internship positions is limited to currently enrolled undergraduate college students who reside or attend college in Los Angeles County. Students must have completed at least one semester of college by June 1, 2017 or will complete their undergraduate degree between May 1- September 1, 2017 in order to be

eligible to participate. Students who have already earned a BA, BS or a higher degree are not eligible. Students who have previously participated in the Los Angeles County Arts Internship Program are not eligible to participate a second time. Candidates are welcome from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts.

How to Apply to Internship

To apply, please include cover letter and resume as attachments in an e-mail with the subject line "Development Intern" to jfeigenbaum@grandperformances.org. No phone calls please.

For more information about Grand Performances visit our website www.grandperformances.org.

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. 132 undergraduate interns will participate in the program this year at 119 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in educational events as part of the program, which is funded by the Getty Foundation. The educational events are designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org.